

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

Web Site: www.ManchesterNH.gov



ACCOUNTING TECHNICIAN

(Announcement No. R-045-07)

Grade 14

Starting Pay: \$14.50/hr – plus extensive benefits package
40 hours per week – Monday thru Friday

THE JOB:

Performs budget preparation, administration and related accounting duties. Monitors and prepares specialized reports; posts and balances general and subsidiary accounts; audits, computes and records financial transactions; posts budget adjustments; reconciles and audits payroll; prepares bank deposits; and establishes and maintains banking relationships. Performs related duties.

MINIMUM QUALIFICATIONS:

Associate's Degree in Accounting and one to three years related experience; or an equivalent combination of training and experience. HTE experience preferred.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.

APPLICATION PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

OPENING DATE:

Thursday, July 5, 2007

CLOSING DATE: Thursday, July 19, 2007

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****